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27 December 1946

MEMORANDUM FOR SECRETARY TO THE DIRECTOR
ASST. DIRECTOR FOR COLLECTION AND DISSEMINATION ✓
ASST. DIRECTOR FOR OPERATIONS
ASST. DIRECTOR FOR REPORTS AND ESTIMATES
ASST. DIRECTOR FOR SPECIAL OPERATIONS
CHIEF, ICAPS

Subject: Persons to be issued overall (Black border) passes.

1. A new pass system has been approved for use in CIG and it provides for the use of passes of three different colors. These passes are as follows: black border to permit access to all CIG buildings, green border to permit access to Que and Administration Buildings, and yellow border to be a general pass to permit access to all buildings other than Administration and Que.

2. Each individual member of CIG, except those of FBIS and Documents Branch, Office of Operations, will be issued one of the above described passes. Therefore, it is necessary that the Chief, Security Division, be notified as to the members of each office or staff who should be issued an overall (black border) pass. Request that these lists be forwarded to the Security Division as soon as possible so that preparation of passes may be started without delay.

3. The Assistant Director for Collection and Dissemination submitted such a list 8 November 1946, but a new list is requested since there is a possibility of desired changes due to the lapse of time.

4. The number of persons to be issued the overall pass should be limited to those persons whose duty requires frequent visits to buildings where a pass, other than the one he would normally be issued, is required for undelayed admittance. During the preparation of this list, it should be remembered that any person may enter any building during duty hours as an official visitor on proper identification. Therefore, infrequent visits to any building requiring a different type pass should be no criterion for the issuance of an overall pass.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for Personnel and Administration

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